



## COVID-19 (Coronavirus) Reopening and Cleaning Plan

This Reopening plan and protocol is based on guidance provided by the Centers for Disease Control and Prevention (CDC), The NYS Department of Health (DOH), Environmental Protection Agency (EPA), United States Department of Labor's Occupational Safety and Health Administration (OSHA) and the NYS Office for People with Disabilities (OPWDD) as it relates to reopening of center-based day habilitation programs. Standards for the Americans with Disabilities Act (ADA) will be maintained.

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

[https://opwdd.ny.gov/system/files/documents/2020/07/7.10.2020-reopening-day-programs\\_opwdd\\_new-final-agency-guidance-format-final.pdf](https://opwdd.ny.gov/system/files/documents/2020/07/7.10.2020-reopening-day-programs_opwdd_new-final-agency-guidance-format-final.pdf)

<https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>

<https://www.osha.gov/SLTC/covid-19/healthcare-workers.html>

and the Cleaning and Disinfecting of Facilities:

<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>

This plan is to be physically located in each center-based location and available upon request. The Program Coordinator of each program will maintain all plan sites in their boroughs. The Plan will contain the following:

1. Floor plan w/ total square footage
2. Description of physical plant
3. Master occupancy list based on social distancing numbers in each space to maintain centers occupancy limits.
4. Reopening checklist.
5. CDC Cleaning training log
6. Cleaning schedule
7. Cleaning protocols
8. Social Distancing, face covering and handwashing signage
9. Daily tracking sheet of persons entering and exiting the center including arrival and departure times
10. Tracking of screenings of all entering and exiting the center.
11. PPE checklist, including inventory and distribution.
12. Guidance for the storage and disposal of used PPE.

The program facilities will continue to update this plan according to new guidance provide by the CDC, Environmental Protection Agency (EPA), New York State Department of Health, New York City Department of Health (DOH), NYS Office of People with Developmental Disabilities (OPWDD) and any other relevant and applicable agencies and authorities which have oversight over our physical plants and program operation.

## Human First Re-opening Action Plan:

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### *I. Signage:*

- Facilities staff, along with the Program Coordinators will post signage throughout the certified site addressing critical COVID-19 transmission prevention and containment. Signage must include guidance regarding:
  - i. Social distancing requirements
  - ii. Use of mask or cloth face-coverings requirements
  - iii. Proper storage, usage and disposal of PPE
  - iv. Symptom monitoring and COVID-19 exposure reporting requirements
  - v. Proper hand washing and appropriate use of hand sanitizer
  - vi. Signage alerting that nonessential workers are not allowed.
  - vii. Flow of Traffic signs
  - viii. Location Entrance Signage indicating “Essential Employees Only”

### *II. Entrance to programs and Health Screenings:*

- ALL Staff and individuals, as well as any essential visitors, contractors and/or vendors, must be screened prior to entry into the day program location.
- Each location will assign a “Health Screener” to conduct daily screenings. Screeners will be provided with and use PPE. The Screener, using the Daily Health screening form, will document all screenings, indicating if the screening was passed or if the person was sent home.
- Designated Health Screener will be provided with proper PPE’s, including face masks and gloves, that will be used during each screening
- Staff screening information will be secured in a locked cabinet in the Program Coordinators office.
- If symptoms begin while at the day program, the individual or staff must be sent home as soon as possible. The program will keep sick person separate from well individuals and staff in the Wellness Safety Room until they are able to be picked up by families.
  - The program has identified the wellness safety room as the program back vacant office on the lower level
  - The wellness room will remain closed for 24 hours once individual has left the program before being cleaned and sanitized
- Individuals may not return to or attend the day program while a member of their household or certified residence are being quarantined or isolated.
- Individuals and Staff are required to self report, to the extent that they are able, any changes in symptom status throughout the day.
- The Health Screening Assessment will ask (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the last 14 days, (3) close contact with a confirmed or suspected COVID-19 case in the past 14 days, and (4) travel from within one of the 22 states with increased COVID-19 cases.

A list of these states will be maintained as part of the plan and modified when necessary.

### *III. Day Program Scheduling and Activities:*

- Gatherings of 15 people are more are prohibited (excluding staff) in a shared space.
- Social distancing capacity must be followed in all areas. The capacity will be indicated at the entrance to the space.



- Day program hours should be adjusted to allow blocks of service provision.
- Prioritize tasks and activities that most easily adhere to social distancing.
- Arrival and departure times should be staggered.
- Avoid using communal eating areas that do not accommodate social distancing. Substitute where available eating outdoors.
- Tables will be separated with seating, at least six feet apart from other tables, as feasible.
- The use of shared objects/equipment should be limited and cleaned and sanitized after use. Items that cannot be cleaned and sanitized should not be used. Individuals should not bring these items from home. For all in-person meetings, programs have designated the program meeting room.

IV. Staffing:

- All staff must always wear appropriate face coverings at work unless medically contraindicated. Staffing plans should be maintained that do not require staff to float between groups.
- All staff will receive training on appropriate use of PPE.
- Staff that have had close contact with a person with COVID-19 for a prolonged period AND are not symptomatic, the staff should notify the day program and adhere to the following practices:
  - 1) Regular monitoring: If the staff does not have a temperature or symptoms, they should self monitor consistent with the programs health policies.
  - 2) Staff must always wear a mask.
  - 3) Follow social distancing practices
  - 4) Ensure that shared areas are cleaned, disinfected and sanitized immediately after use.
  - 5) If a staff person or someone that they reside with are placed on quarantine, they must notify the day program supervisor immediately and suspend attending until medically cleared
- All PPEs are properly stored at each site and appropriate receptacles have been purchased and set in place for safely discarding them.
- The program will store all PPE's in a locked cabinet in Program Meeting room closet
- In any instance where objects must be shared or surfaces touched by multiple personnel, the program will adhere to the universal precautions of wearing medical graded gloves when necessary, using sanitizers as frequently as possible and washing hands before and after contact.
- Some common objects that are likely shared between employees include, but not limited to the following: and these measures must be taken to ensure safety of each employee
- Stationary objects (pens, staplers, etc.): sanitary wipes/sprays will be available for wiping these objects before and after use
- Printer/Copy Machines: sanitary wipes/sprays will be available in such areas for cleaning before and after use
- Phones: Sanitary wipes/sprays will be available in such areas for cleaning before and after use
- Kitchen appliances: wipes/sprays will be available in such areas for cleaning before and after use.
- If conducting a procedure whereby staff is in proximity with others, they must wear the surgical face mask.

V. Occupancy and Visitor Protocol:

- Each location will have the total occupancy, based on no large group meetings: limit all meetings to occupancy based upon social distancing guidelines. **Occupancy limits are to be prominently displayed** in areas/rooms of use and number of persons periodically check by designated staff members. Floor decals indicating social distancing space and "flow of traffic" signage will be posted in areas of use.



- Program coordinators will prominently post and maintain social distancing signage, and face covering requirements throughout each at all center-based locations, building restrooms, freight elevator, lobbies, etc. where allowed.
- A Master Occupancy List will be maintained in the plan binder with maximum social distancing occupancies for each space in the plant based on square footage.
- Custodial Staff will be designated as “spot-checkers”, routinely ensuring that occupancy levels are observed. The names of designated staff will be listed in the same plan binder.
- No vendors, subcontractors or visitors are permitted to enter Human First workplaces, unless fundamental to the execution of scheduled work. Vendors/contractors and approved visitors must receive the health screening identified in this plan. PPE and Social Distancing protocols must be observed and utilized during on-site work. Staff are responsible for entrance and exit of all visiting personnel on site.
- All persons entering should wash their hands frequently using soap and water, for at least 20 seconds upon arrival to the center-based program, before and after handling food, before and after eating, after touching shared objects or surfaces, or after cleaning, sanitizing or disinfecting surfaces.
- Elevators will have social distancing and occupancy signage prominently posted. Floor decals will designate the appropriate distancing. Use stairs when possible.
- Outdoor space used exclusively by a certified day program site is not considered public space. People receiving services are NOT required to wear a face covering when utilizing the outdoor space that is exclusive to the program. However, social distancing must be maintained.
- The program will designate a specific area for deliveries and drop offs.
  - For such deliveries, the program has designated the entrance of the program where staff will collect all deliveries to minimize foot traffic in the program

VI. Personal Protective Equipment (PPE):

- Center-based programs must have an adequate supply of PPE onsite. All required staff and essential visitors are required to wear a face covering or mask and will be provided one for use, onsite, at no cost.
- Personally, supplied face coverings must maintain standards for professional/workplace attire.
- All staff will be trained on proper use of PPE including when to use and donning, doffing and disposing
- Disposing bins for PPE ONLY will be available and clearly marked.
- Face coverings must be replaced after use and may not be shared.
- All requests for PPE will be made through the Program Coordinator who will have a detailed tracking log.

VII. Health Screenings:

- Prior to admission, all persons will be screened, based on CDC and OPWDD guidelines.
- The employee who opens the building and is first at each location must provide a self assess, based on the Health Screening Assessment form.
- The employee providing the Health Screening Assessments at each location may need to self assess, based on scheduling at each location.

VIII. Agency vehicles:

- Only individuals and staff from the same facility should be transported together. Individuals or staff from other residences should not be intermingled for purposes of transportation.
- Individuals and staff can travel, together, without social distancing restrictions, in agency vehicles. Staff are always required to wear masks. \*
- Vehicle capacity will be reduced by 50% and the capacity posted in each transport vehicle.
- To the extent they can medically tolerate one, riders and staff are to wear face coverings in the vehicle.



- Disinfectant kits will be made available on all agency transporting vehicles. After each trip is completed, the interior of the vehicle should be thoroughly cleaned before additional individuals are transported.
- Special attention should be made to touch points including, seatbelts, door locking mechanisms, handles and straps.

**IX. Cleaning Protocols**

- Staff are to receive training on CDC Guidelines for Cleaning and Disinfecting for COVID-19.
- Training will be documented in a Cleaning Training Log which will be maintained in the plan binder.
- A Cleaning Schedule will be maintained in the plan binder, documenting all cleaning performed, time of cleaning, and signature of staff who performed cleaning.
- Program Coordinator and Assistant Coordinator will review the Cleaning Schedule for completion **daily**.
  - **Log will be kept in the program locked in a cabinet in Program Coordinators Office**
- Follow all CDC protocol. Clean hands often with an alcohol-based hand sanitizer that contains at least 60- 95% alcohol, or wash hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
- Perform routine environmental cleaning, including:  
Routine cleaning of all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are EPA-Registered as effective for disinfecting against COVID-19. High contact surfaces and items (for example, doorknobs, keyboards, remote controls, desks) will be cleaned by staff a **minimum of every 2 Hours**. More frequent cleaning may be performed upon request. Cleaning products, sanitizers and disinfectants must be kept secure and out of reach of individuals who may misuse (i.e. consume, dump out).

**X. Tracing and Tracking**

- OPWDD and the NYS DOH will be notified immediately upon being informed of a positive COVID-19 test result by an individual or staff at their site
- HUMAN FIRST will cooperate with the health department to trace all contact in the workplace and notify the health department of all staff, visitors and individuals who entered the facility dating back 48 hours before a person began experiencing COVID-19 symptoms or tested positive.
- All confidentiality will be maintained as required by federal and state regulations.

**REMEMBER.... To help stop the spread of germs:**

Cover your mouth and nose with a tissue when you cough or sneeze.

Put your used tissue in a waste basket, immediately

If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

Remember to wash your hands after coughing or sneezing

Avoid touching your face.

Avoid unnecessary contact with others

**Attachments:**

Cleaning Schedule

Cleaning protocols

Daily Health Screening Form

List of States with increased COVID-19 cases

Handwashing and Hand sanitizer protocols.

Room occupancy signage

Program Occupancy Signage

Pre-opening checklist



Daily Health Assessment Form  
Social Distancing Signage  
Mask/Face Covering Signage  
Prevention of COVID-19 Signage  
Flow of traffic signage